# Florida Department of Revenue
## 2023 Alternative Forms Requirements
## Guide
Ver.2023 1.1

# Contents

## Changes

| Title | Description of Change |
|---|---|
| F-1120 | Field Identifications and Descriptions updated / barcode and OCR lines updated / dates in scannable band updated / tax year in scannable band updated. |
| F-1120A | OCR line updated / tax year in scannable band updated |
| F-1120X | OCR line updated |
| F-7004 | OCR line updated / dates in scannable band updated |
| F-1120ES | OCR line updated / tax year in scannable band updated |
| RT-6 | OCR lines updated |
| RT-6A | Field identifications and descriptions updated |
| RT-6EW | Field identifications and descriptions updated |
| RT-6NF | Field identifications and descriptions updated |
| DR-1, RTS-1S. RTS-70, RTS-71 | Barcodes updated |
| Mailing Address (1/23 Update) | Mailing address for form approval to U.S. Postal Service updated. |

# 1 Introduction

1. The Florida Department of Revenue accepts alternative tax forms that are produced by computerized tax processors, payroll processors, developers of tax software, computer programmers, commercial printers, and other vendors who may create alternative tax forms.

2. Tax information is available on the Department's website at floridarevenue.com/taxes/taxesfees.

3. Current and historic tax and interest rates are available on the Department's website at floridarevenue.com/taxes/rates.

4. Official Department forms are available at floridarevenue.com/forms.

# 2 Purpose

1. This guide provides vendors with the necessary information to be able to develop alternative tax forms that are compatible with the Department's automated processing system, including:

   - Any company that develops scannable or non-scannable alternative tax forms as a paper copy or as a part of a software product for its customers or clients using its own tax software programs.
   - Any company that develops tax software programs to be used with scannable alternative tax forms developed by another company, as a paper copy, or as a part of a software product to its customers or clients.
   - Any company that develops scannable alternative tax forms for other companies to use with their tax software programs as part of a software product for its customers or clients.
   - Commercial printers or business forms companies that develop and use scannable alternative tax forms.

2. The Department will review, test, and approve alternative forms prior to vendor use and/or distribution.

3. All alternative forms vendors must submit an *Alternative Form Vendors and Payroll Processors Development Application* (Form GT-320227) annually, prior to the development and/or testing of alternative forms.

4. Contact the Department at e-vendor@floridarevenue.com for information concerning the testing and approval process.

# 3 Definitions

- **Alternative forms:** Any form other than the official Department form that is computer produced, computer programmed, and/or commercially printed
- **Department:** Florida Department of Revenue
- **Official forms:** Forms developed and created by the Department to be used by the taxpayer
- **IRS:** Internal Revenue Service
- **RT:** Reemployment tax
- **Reporting period:** The period being reported on a specific tax report
- **Tax year:** The year being reported on a specific tax return
- **Vendor ID:** A four-digit identification value created by the Department to be placed in the OCR line
- **Company ID:** A four-character (alphanumeric) identifier chosen by the vendor to be placed in the upper right-hand corner of each form page produced and the coupon section

## 4   Responsibilities

1   The following compliance requirements must be met:

- Department
  - o   Provide updated Vendor ID
  - o   Record Company ID
  - o   Review, test, and approve alternative forms
  - o   Respond to inquiries within two business days
  - o   Communicate tax rate and formatting changes
- Vendor's Responsibility
  - o   Annually submit developer's application
  - o   Develop products per State procedures, requirements, and specifications
  - o   Provide the Department with **3** copies of all forms being produced for review, testing, and approval prior to use and/or distribution
- Vendor's Responsibility to Customers and Clients
  - o   Notify customers, clients, or taxpayers of the minimum computer hardware requirements, including printers, printer fonts, font cartridges, etc., necessary to produce the company's Department-approved scannable and non-scannable alternative tax forms.
  - o   Provide customers, clients, or taxpayers with instructions for correctly producing the Department-approved scannable and/or non-scannable alternative tax forms. These instructions must include information on the hardware requirements, including printing requirements and correct entry of taxpayer data.
  - o   Upon request, provide customers, clients, or taxpayers using the alternative forms with a copy of the Department's approval notification.

## 5   Procedures

### 5.1   Submitting Forms to the Department for Approval

1   Prior to submitting your company's scannable and/or non-scannable alternative tax forms, review the guidelines for each form to be produced to ensure the forms meet the Department's requirements.

2   Scannable forms must be mailed to the Department for the initial review.

Address for mailing through **UPS, FedEx, or another courier**:

Florida Department of Revenue
Attention: Alternative Forms Approval Team
Stop: 1-3230
2450 Shumard Oaks Blvd.
Tallahassee, FL 32399

Address for mailing through **U.S. Postal Service** (P.O. Box):

Florida Department of Revenue
Attention: Alternative Forms Approval Team
Stop: 1-3230
P.O. Box 7207
Tallahassee, FL 32314-7207

Do not include confidential tax information within the documents you submit for review. When mailing scannable forms to the Department, send an email stating the courier and the associated tracking number to e-vendor@floridarevenue.com.

3    When the initial review is complete, the Department will notify you of approval or rejection. If rejected, you will receive a list of issues for correction prior to resubmission. Section 5.2 covers resubmittals.

4    Forms produced solely for the purpose of providing a record of electronically filed returns must display a watermark on each page of the return. This watermark will be navy blue with 25% opacity and centered at a 45-degree angle. (See Appendix.)

5    Publishers may reduce the size of the Department's official forms to make them suitable for inclusion in reference material. However, publishers must clearly state on the forms:

**"THIS FORM IS FOR EXAMPLE PURPOSES ONLY AND IS NOT AN OFFICIAL FORM – DO NOT FILE THIS FORM"**

## 5.2   Resubmittals

1    If a form is "rejected," correct any issues identified by the Department and resubmit the package. The expected completion date for review of a resubmittal is five working days from the date the Department receives the package.

2    Submit one new laser sample document with sample data printed on the form. If the business develops only blank forms, submit one sample document without data.

Include a cover letter indicating "resubmittal." If the software does not support a field size, include this information in the letter.

**Note:** If the cover letter does not indicate that the form is a resubmittal, it will be considered an original submittal and the completion date of the Department's review will be 10 working days from the date received.

## 5.3   Production Monitoring

1    The Department has the authority to reject an alternative tax form that does not meet the guidelines detailed in this publication or causes problems while being processed.

2    The Department may notify taxpayers of unapproved vendor software.

3    The users of unapproved vendor software may be subject to interest and/or penalties.

## 6   Guidelines and Specifications for Scannable Forms: F-1120, F-1120A, F-1120ES, F-7004, and F-1120X

## 6.1   General Information

1    The following forms are processed using the Opex Falcon V and Fujitsu I-6670A:

- F-1120 – *Florida Corporate Income/Franchise Tax Return*
- F-1120A – *Florida Corporate Short Form Income Tax Return*
- F-1120ES – *Declaration/Installment of Florida Estimated Income/Franchise Tax*
- F-7004 – *Florida Tentative Income/Franchise Tax Return and Application for Extension of Time to File Return*
- F-1120X – *Amended Florida Corporate Income/Franchise and Tax Return*

**Note:** Samples of the corporate income tax forms are available for informational purposes only. These forms are not to specifications; therefore, they should not be used as a measurement tool.

## 6.2  Company ID

1    Scannable and non-scannable alternative tax forms must include the company ID code. The company ID used is provided in the Developer's Application.

## 6.3  Vendor ID

1    A new vendor ID is assigned each calendar year by the Department. This number must be included in both the upper and lower OCR lines on Forms F-1120, F-1120A, F-1120ES, F-1120X, and F-7004. (See "OCR Line Specifications.")

## 6.4  Paper Requirements

1    The paper used must be good quality 8 1/2" x 11" white bond, minimum #20.

## 6.5  Ink/Toner Requirements

1    Black, non-magnetic ink/toner must be used to print the forms.

## 6.6  Layout

1    All scannable alternative tax forms must follow the content format of the official Department form. (See "Data Placement and Specifications for Scannable Band." )

## 6.7  Worksheets and Schedules

1    The Department requires a printed copy of all F-1120 schedules to be submitted with the F-1120 Return.

 **Note:** Taxpayers who qualify to file the *Florida Corporate Short Form Income Tax Return* (Form F-1120A) are not required to submit schedules with their return.

2    **The F-1120 contains:**
   •    The return coupon page
   •    The return questions A-L page
   •    Data pages 1 and 2
   •    F-1120 Schedules I, II, III, IV, V, and R

## 6.8  Barcodes

1    A specific barcode is required on each page of the F-1120 Return and F-1120 Schedules. A total of 9 barcodes are used. (See "Barcode Specifications.")

## 6.9  Format

1    Vendors must follow the Department's format of the F-1120 schedules. Taxpayers are required to submit schedules with their return.

   **Note:** Taxpayers who qualify to file the *Florida Corporate Short Form Income Tax Return* (Form F-1120A) are not required to submit schedules with their return.

## 6.10 FEIN

1    If a taxpayer has applied for a FEIN, nine zeros (000000000) should appear in the FEIN field of the scan band on the coupon and the FEIN field on the OCR line.

## 6.11 Data Placement and Specifications for Scannable Fields

   •    Courier font – 10-point
   •    Vertical spacing – Six lines per inch
   •    Horizontal Spacing – 10 characters per inch

- The scan band contains eight rows – row 53 through 60 – and four columns (columns 6, 24, 42, and 60) of data fields.
- Field references 14, 18, and 22 contain multiple data.
- The area between the last row (row 60) of data fields and the OCR line should be clear.

### 6.11.1 Scannable Band

1   The data found in the scannable band and the scannable band themselves are in a fixed format. The placement of that information must correspond to the return and schedule pages per individual specifications.

   **Note:** Do not leave fields blank.

2   The default value for unused fields in the scannable band must be a single left-justified zero unless otherwise stated.

3   Data fields with multiple responses require the spaces between the character positions to be filled with zeros (e.g., character position #1 = address changes; character position #8 = form request, would be entered as 10000001).

   **Note:** Do not leave fields blank.

### 6.11.2 Negative Values

1   Negative (-) values are only allowed inside the scannable band on the F-1120 return. Negative values should be prefaced with a "–" symbol and account for a default decimal value of two, e.g., -2000 = ($20.00).

### 6.11.3 Decimals

1   Decimals for apportionment fractions are allowed inside the scannable band on the F-1120 return; however, only in specified locations.

2   An implied decimal format must be used for all monetary amounts. The negative (-) symbol and/or decimal point (when applicable) are the only punctuation marks allowed in the scan band or data pages. Examples:
   - $1,234.56 would appear as 123456
   - $78.00 would appear as 7800
   - ($20.00) would appear as -2000
   - 5/8 would appear as .625

3   Do not add leading zeros.

4   Non-monetary fields (i.e., Florida Apportionment Factor) should appear as .012345 (this value is for illustration purposes only). The data in this field must be a number between zero and one with a maximum of six digits, i.e., 1, 0, or .098766. The decimal point for an apportionment fraction should be included within the data field. There should be no zeros to the left of the decimal point.

## 6.12 Specifications for F-1120 Return (Coupon Page) Scannable Band

- All data must be in the location specified below
- All fields are numeric, 0-9
- All data should be left-justified within the scannable fields specified
- OCR line in field reference 35: Must be OCR-A font

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| NA | 4 | Barcode | 6 | | | |
| NA | 8 | OCR Line (w/o spaces) | 6 | 45 | 39 | Courier font - Do not include spaces |
| 1 | 41 | Perforated Line | 6 | 80 | 75 | Line of Dashes |
| 2 | 53 | FEIN | 6 | 20 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 3 | 53 | Schedule I, Line 25 | 24 | 38 | 15 | |
| 4 | 53 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 5 | 53 | Return, Line 19 | 60 | 74 | 15 | |
| 6 | 54 | Tax Year Begin | 6 | 20 | 15 | (CCYYMMDD) |
| 7 | 54 | Schedule II, Line 13 | 24 | 38 | 15 | |
| 8 | 54 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 9 | 54 | Schedule V, Line 20 | 60 | 74 | 15 | |
| 10 | 55 | Tax Year End | 6 | 20 | 15 | (CCYYMMDD) |
| 11 | 55 | Return, Line 6 | 24 | 38 | 15 | |
| 12 | 55 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 13 | 55 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 14 | 56 | Address Change Indicator | 6 | 20 | 15 | Character Position 1 Address Changes: 0 = No; 1 = Yes Fill positions 2-8 with zeros |
| 15 | 56 | Schedule IV, Line 2 | 24 | 38 | 15 | Decimal Required |
| 16 | 56 | Schedule V, Line 21 | 42 | 56 | 15 | |
| 17 | 56 | Unused | 60 | 74 | 15 | Left-Justified Zero |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|-----------|----------|----------------------|--------------|------------|------------|-------------------|
| 18 | 57 | EFT Federal Return Type | 6 | 20 | 15 | **Character Position 1:**<br>0 = No; 1 = Yes<br>**Character Positions 2 and 3:** Federal Return Type: See Indicators in Appendix |
| 19 | 57 | Schedule II, Line 3 | 24 | 38 | 15 | |
| 20 | 57 | Return, Line 13 | 42 | 56 | 15 | |
| 21 | 57 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 22 | 58 | F-1120 Return Questions A-L Page: Questions C/D/F | 6 | 20 | 15 | **Character Position 1:**<br>1 = Yes; 2 = No<br>**Character position 2:**<br>0 = Default; 1 = Initial Return; 2 = Final Return; or 3 = Both Initial and Final Return **Character position 3:**<br>0 = Default; 1 = Yes; 2 = No |
| 23 | 58 | Schedule IV, Line 8 | 24 | 38 | 15 | |
| 24 | 58 | Return, Line 16(a) | 42 | 56 | 15 | |
| 25 | 58 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 26 | 59 | Return, Line 1 | 6 | 20 | 15 | Preface negative values with a negative sign, "-", inside the band |
| 27 | 59 | Schedule R, Line 1 | 24 | 38 | 15 | |
| 28 | 59 | Return, Line 16(b) | 42 | 56 | 15 | |
| 29 | 59 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 30 | 60 | Return, Line 2 | 6 | 20 | 15 | Preface negative values with a negative sign, "-", inside the band |
| 31 | 60 | Return, Line 9 | 24 | 38 | 15 | Dollar amount will never be greater than $50,000.00 |
| 32 | 60 | Return, Line 18 | 42 | 56 | 15 | |
| 33 | 60 | Return, Line 17 | 60 | 74 | 15 | |
| 34 | 64 | Return, Line 17 | 6 | 20 | 15 | |
| 35 | 64 | OCR Line (with spaces) | 35 | 81 | 46 | OCR-A font, 10-point, include spaces per specifications |

## 6.12.1 Specifications for F-1120 Return (Data Page 1) Scannable Band

- All data must be in the location specified below
- All fields are numeric, 0-9
- All data should be left-justified within the scannable fields specified
- Add heading under FEIN – **Note:** Data Page 1

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 1 | 4 | Barcode | 6 | | | |
| 2 | 12 | FEIN | 6 | 20 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 3 | 12 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 4 | 12 | Schedule I, Line 16 | 42 | 56 | 15 | |
| 5 | 12 | Schedule II, Line 3 | 60 | 74 | 15 | |
| 6 | 14 | Return Line 4 | 6 | 20 | 15 | Preface negative values with a negative sign, "-", inside the band |
| 7 | 14 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 8 | 14 | Schedule I, Line 17 | 42 | 56 | 15 | |
| 9 | 14 | Schedule II, Line 4 | 60 | 74 | 15 | |
| 10 | 16 | Return Line 10 | 6 | 20 | 15 | |
| 11 | 16 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 12 | 16 | Schedule I, Line 18 | 42 | 56 | 15 | |
| 13 | 16 | Schedule II, Line 5 | 60 | 74 | 15 | |
| 14 | 18 | Return Line 11 | 6 | 20 | 15 | |
| 15 | 18 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 16 | 18 | Schedule I, Line 19 | 42 | 56 | 15 | |
| 17 | 18 | Schedule II, Line 6 | 60 | 74 | 15 | |
| 18 | 20 | Return Line 14(a) | 6 | 20 | 15 | |
| 19 | 20 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 20 | 20 | Schedule I, Line 20 | 42 | 56 | 15 | Left-Justified Zero |
| 21 | 20 | Schedule II, Line 7 | 60 | 74 | 15 | |
| 22 | 22 | Return Line 14(b) | 6 | 20 | 15 | |
| 23 | 22 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 24 | 22 | Schedule I, Line 21 | 42 | 56 | 15 | Left-Justified Zero |
| 25 | 22 | Schedule II, Line 8 | 60 | 74 | 15 | |
| 26 | 24 | Return Line 14(c) | 6 | 20 | 15 | |
| 27 | 24 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 28 | 24 | Schedule I, Line 22 | 42 | 56 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 29 | 24 | Schedule II, Line 9 | 60 | 74 | 15 | |
| 30 | 26 | Return Line 14(d) | 6 | 20 | 15 | |
| 31 | 26 | Schedule I, Line 1 | 24 | 38 | 15 | |
| 32 | 26 | Schedule I, Line 23 | 42 | 56 | 15 | |
| 33 | 26 | Schedule II, Line 10 | 60 | 74 | 15 | |
| 34 | 28 | Return Line 15 | 6 | 20 | 15 | |
| 35 | 28 | Schedule I, Line 2 | 24 | 38 | 15 | |
| 36 | 28 | Schedule I, Line 24 | 42 | 56 | 15 | |
| 37 | 28 | Schedule II, Line 11 | 60 | 74 | 15 | |
| 38 | 30 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 39 | 30 | Schedule I, Line 3 | 24 | 38 | 15 | |
| 40 | 30 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 41 | 30 | Schedule II, Line 12 | 60 | 74 | 15 | |
| 42 | 32 | F-1120 Return Questions A-M, Page: Question G (1) | 6 | 20 | 15 | **Character Position 1:** 1 = Yes; 2 = No |
| 43 | 32 | Schedule I, Line 4 | 24 | 38 | 15 | |
| 44 | 32 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 45 | 32 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 46 | 34 | F-1120 Return Questions A-M, Page: Question G (2) | 6 | 20 | 15 | **Character Position 1:** 1 = Yes; 2 = No |
| 47 | 34 | Schedule I, Line 5 | 24 | 38 | 15 | |
| 48 | 34 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 49 | 34 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 50 | 36 | F-1120 Return Questions A-M, Page: Question G (3) | 6 | 20 | 15 | **Character Position 1:** 1 = Yes; 2 = No |
| 51 | 36 | Schedule I, Line 6 | 24 | 38 | 15 | |
| 52 | 36 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 53 | 36 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 54 | 38 | F-1120 Return Questions A-M, Page: Question I | 6 | 20 | 15 | **Character Position 1:** 1 = Yes; 2 = No |
| 55 | 38 | Schedule I, Line 7 | 24 | 38 | 15 | |
| 56 | 38 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 57 | 38 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 58 | 40 | F-1120 Return Questions A-M, Page: Question J | 6 | 20 | 15 | Date of last IRS audit (CCYYMMDD) |
| 59 | 40 | Schedule I, Line 8 | 24 | 38 | 15 | |
| 60 | 40 | Schedule II, Line 1 | 42 | 56 | 15 | |
| 61 | 40 | Unused | 60 | 74 | 15 | Left-Justified Zero |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 62 | 42 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 63 | 42 | Schedule I, Line 9 | 24 | 38 | 15 | |
| 64 | 42 | Schedule II, Line 1a | 42 | 56 | 15 | |
| 65 | 42 | Schedule III, IIIA, Column (a), Line 1 | 60 | 74 | 15 | |
| 66 | 44 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 67 | 44 | Schedule I, Line 10 | 24 | 38 | 15 | |
| 68 | 44 | Schedule II, Line 1b | 42 | 56 | 15 | |
| 69 | 44 | Schedule III, IIIA, Column (a), Line 2 | 60 | 74 | 15 | |
| 70 | 46 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 71 | 46 | Schedule I, Line 11 | 24 | 38 | 15 | |
| 72 | 46 | Schedule II, Line 1c | 42 | 56 | 15 | |
| 73 | 46 | Schedule III, IIIA, Column (a), Line 3 | 60 | 74 | 15 | |
| 74 | 48 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 75 | 48 | Schedule I, Line 12 | 24 | 38 | 15 | |
| 76 | 48 | Schedule II, Line 1d | 42 | 56 | 15 | |
| 77 | 48 | Schedule III, IIIA, Column (b), Line 1 | 60 | 74 | 15 | |
| 78 | 50 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 79 | 50 | Schedule I, Line 13 | 24 | 38 | 15 | |
| 80 | 50 | Schedule II, Line 2 | 42 | 56 | 15 | |
| 81 | 50 | Schedule III, IIIA, Column (b), Line 2 | 60 | 74 | 15 | |
| 82 | 52 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 83 | 52 | Schedule I, Line 14 | 24 | 38 | 15 | |
| 84 | 52 | Schedule II, Line 2a | 42 | 56 | 15 | |
| 85 | 52 | Schedule III, IIIA, Column (b), Line 3 | 60 | 74 | 15 | |
| 86 | 54 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 87 | 54 | Schedule I, Line 15 | 24 | 38 | 15 | |
| 88 | 54 | Schedule II, Line 2b | 42 | 56 | 15 | |
| 89 | 54 | Schedule III, IIIA, Column (e), Line 4 | 60 | 74 | 15 | |

## 6.12.2 Specifications for F-1120 Return (Data Page 2) Scannable Band

- All data must be in the location specified below
- All fields are numeric, 0-9
- All data should be left-justified within the scannable fields specified
- Add heading under FEIN – **Note:** Data Page 2

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 1 | 4 | Barcode | 6 | | | |
| 2 | 12 | FEIN | 6 | 20 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 3 | 12 | Schedule III, III-C, Column (a), Line 2 | 24 | 38 | 15 | |
| 4 | 12 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 5 | 12 | Schedule V, Line 19 | 60 | 74 | 15 | |
| 6 | 14 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 7 | 14 | Schedule III, III-C, Column (a), Line 3 | 24 | 38 | 15 | |
| 8 | 14 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 9 | 14 | Schedule V, Line 20 | 60 | 74 | 15 | |
| 10 | 16 | Schedule III, III-B Column (a), Line 1 | 6 | 20 | 15 | |
| 11 | 16 | Schedule III, III-C, Column (b), Line 1 | 24 | 38 | 15 | |
| 12 | 16 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 13 | 16 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 14 | 18 | Schedule III, III-B Column (a), Line 2 | 6 | 20 | 15 | |
| 15 | 18 | Schedule III, III-C, Column (b), Line 3 | 24 | 38 | 15 | |
| 16 | 18 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 17 | 18 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 18 | 20 | Schedule III, III-B Column (a), Line 3 | 6 | 20 | 15 | |
| 19 | 20 | Schedule III, III-D, Column (a), Line 1 | 24 | 38 | 15 | |
| 20 | 20 | Schedule V, Line 1 | 42 | 56 | 15 | |
| 21 | 20 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 22 | 22 | Schedule III, III-B Column (a), Line 4 | 6 | 20 | 15 | |
| 23 | 22 | Schedule III, III-D, Column (a), Line 2 | 24 | 38 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 24 | 22 | Schedule V, Line 2 | 42 | 56 | 15 | |
| 25 | 22 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 26 | 24 | Schedule III, III-B, Line 6a | 6 | 20 | 15 | |
| 27 | 24 | Schedule III, III-D, Column (b), Line 1 | 24 | 38 | 15 | |
| 28 | 24 | Schedule V, Line 3 | 42 | 56 | 15 | |
| 29 | 24 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 30 | 26 | Schedule III, III-B, Line 7a | 6 | 20 | 15 | |
| 31 | 26 | Schedule III, III-D, Column (b), Line 2 | 24 | 38 | 15 | |
| 32 | 26 | Schedule V, Line 4 | 42 | 56 | 15 | |
| 33 | 26 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 34 | 28 | Schedule III, III-B, Column (b), Line 1 | 6 | 20 | 15 | |
| 35 | 28 | Schedule III, III-D, Column (c), Line 1 | 24 | 38 | 15 | |
| 36 | 28 | Schedule V, Line 5 | 42 | 56 | 15 | |
| 37 | 28 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 38 | 30 | Schedule III, III-B, Column (b), Line 2 | 6 | 20 | 15 | |
| 39 | 30 | Schedule III, III-D, Column (c), Line 2 | 24 | 38 | 15 | |
| 40 | 30 | Schedule V, Line 6 | 42 | 56 | 15 | |
| 41 | 30 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 42 | 32 | Schedule III, III-B, Column (b), Line 3 | 6 | 20 | 15 | |
| 43 | 32 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 44 | 32 | Schedule V, Line 7 | 42 | 56 | 15 | |
| 45 | 32 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 46 | 34 | Schedule III, III-B, Column (b), Line 4 | 6 | 20 | 15 | |
| 47 | 34 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 48 | 34 | Schedule V, Line 8 | 42 | 56 | 15 | |
| 49 | 34 | Unused | 60 | 74 | 15 | Left-Justified Zero |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 50 | 36 | Schedule III, III-B, Line 6b | 6 | 20 | 15 | |
| 51 | 36 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 52 | 36 | Schedule V, Line 9 | 42 | 56 | 15 | |
| 53 | 36 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 54 | 38 | Schedule III, III-B, Line 7b | 6 | 20 | 15 | |
| 55 | 38 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 56 | 38 | Schedule V, Line 10 | 42 | 56 | 15 | |
| 57 | 38 | Schedule R, Line 2 | 60 | 74 | 15 | |
| 58 | 40 | Schedule III, III-B, Column (c), Line 1 | 6 | 20 | 15 | |
| 59 | 40 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 60 | 40 | Schedule V, Line 11 | 42 | 56 | 15 | |
| 61 | 40 | Schedule R, Line 3 | 60 | 74 | 15 | |
| 62 | 42 | Schedule III, III-B, Column (c), Line 2 | 6 | 20 | 15 | |
| 63 | 42 | Schedule IV, Line 1 | 24 | 38 | 15 | |
| 64 | 42 | Schedule V, Line 12 | 42 | 56 | 15 | |
| 65 | 42 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 66 | 44 | Schedule III, III-B, Column (c), Line 3 | 6 | 20 | 15 | |
| 67 | 44 | Schedule IV, Line 3 | 24 | 38 | 15 | |
| 68 | 44 | Schedule V, Line 13 | 42 | 56 | 15 | |
| 69 | 44 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 70 | 46 | Schedule III, III-B, Column (c), Line 4 | 6 | 20 | 15 | |
| 71 | 46 | Schedule IV, Line 4 | 24 | 38 | 15 | |
| 72 | 46 | Schedule V, Line 14 | 42 | 56 | 15 | |
| 73 | 46 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 74 | 48 | Schedule III, III-B, Column (d), Line 1 | 6 | 20 | 15 | |
| 75 | 48 | Schedule IV, Line 5 | 24 | 38 | 15 | |
| 76 | 48 | Schedule V, Line 15 | 42 | 56 | 15 | |
| 77 | 48 | Unused | 60 | 74 | 15 | Left-Justified Zero |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 78 | 50 | Schedule III, III-B, Column (d), Line 2 | 6 | 20 | 15 | |
| 79 | 50 | Schedule IV, Line 6 | 24 | 38 | 15 | |
| 80 | 50 | Schedule V, Line 16 | 42 | 56 | 15 | |
| 81 | 50 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 82 | 52 | Schedule III, III-B, Column (d), Line 3 | 6 | 20 | 15 | |
| 83 | 52 | Schedule IV, Line 7 | 24 | 38 | 15 | |
| 84 | 52 | Schedule V, Line 17 | 42 | 56 | 15 | |
| 85 | 52 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 86 | 54 | Schedule III, III-B, Column (d), Line 4 | 6 | 20 | 15 | |
| 87 | 54 | Schedule IV, Line 9 | 24 | 38 | 15 | |
| 88 | 54 | Schedule V, Line 18 | 42 | 56 | 15 | |
| 89 | 54 | Unused | 60 | 74 | 15 | Left-Justified Zero |

## 6.13 Specifications for F-1120A Return (Coupon Page) Scannable Band

- All data must be in the location specified below
- All fields are numeric, 0-9
- All data should be left-justified within the scannable fields specified
- OCR line in field reference 35: Must be OCR-A font

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 1 | 41 | Perforated Line | 6 | 80 | 75 | Line of Dashes |
| 2 | 53 | FEIN | 6 | 20 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 3 | 53 | Form F-1120 – Line 9 / Form F-1120A – Line 4 | 24 | 38 | 15 | |
| 4 | 53 | Form F-1120 – Question A / Form F-1120A – Question A | 42 | 56 | 15 | **Character Position 1:** 0 = No; 1 = Yes |
| 5 | 53 | Form F-1120 – Question L / Form F-1120A – Question J | 60 | 74 | 15 | **Character Positions 1 and 2:** Federal Return Type: See Indicators in Appendix |
| 6 | 54 | Tax Year Begin | 6 | 20 | 15 | (CCYYMMDD) |
| 7 | 54 | Form F-1120 – Line 10 / Form F-1120A – Line 5 | 24 | 38 | 15 | |
| 8 | 54 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 9 | 54 | Unused | 60 | 74 | 15 | Left-Justified Zero |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 10 | 55 | Tax Year End | 6 | 20 | 15 | (CCYYMMDD) |
| 11 | 55 | Form F-1120 – Line 11 | 24 | 38 | 15 | |
| | | Form F-1120A – Line 6 | | | | |
| 12 | 55 | Form F-1120 – Question D | 42 | 56 | 15 | **Character position 1:** 0 = Default; 1 = Initial Return; 2 = Final Return; or 3= Both Initial and Final Return |
| | | Form F-1120A – Question F | | | | |
| 13 | 55 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 14 | 56 | Address Change Indicator | 6 | 20 | 15 | **Character position 1:** 0 = No; 1 = Yes |
| 15 | 56 | Form F-1120 – Line 14 | 24 | 38 | 15 | |
| | | Form F-1120A – Line 8 | | | | |
| 16 | 56 | Form F-1120 – Question E | 42 | 56 | 15 | |
| | | Form F-1120A – Question I | | | | |
| 17 | 56 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 18 | 57 | Form F-1120 – Line 1 | 6 | 20 | 15 | |
| | | Form F-1120A – Line 1 | | | | |
| 19 | 57 | Form F-1120 – Line 16 | 24 | 38 | 15 | |
| | | Form F-1120A – Line 7 | | | | |
| 20 | 57 | Form F-1120 – Question F | 42 | 56 | 15 | **Character Position 1:** 1 = Yes; 2 = No |
| | | Form F-1120A – Question C | | | | |
| 21 | 57 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 22 | 58 | Form F-1120 – Line 2 + Line 3 | 6 | 20 | 15 | |
| | | Form F-1120A – Line 2 | | | | |
| 23 | 58 | Form F-1120 – Line 18 | 24 | 38 | 15 | Entered if Checked |
| | | Form F-1120A – Line 9A | | | | |
| 24 | 58 | Form F-1120 – Question G (1) | 42 | 56 | 15 | **Character Position 1:** 1 = Yes; 2 = No |
| | | Form F-1120A – Question E | | | | |
| 25 | 58 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 26 | 59 | Form F-1120 – Line 2 | 6 | 20 | 15 | |
| | | Form F-1120A – Question G | | | | |
| 27 | 59 | Form F-1120 – Line 19 | 24 | 38 | 15 | Entered if Checked |
| | | Form F-1120A – Line 9B | | | | |
| 28 | 59 | Form F-1120 – Question J | 42 | 56 | 15 | (CCYYMMDD) |
| | | Form F-1120A – Question H | | | | |
| 29 | 59 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 30 | 60 | Form F-1120 – Line 5 | 6 | 20 | 15 | |
| | | Form F-1120A – Line 3 | | | | |
| 31 | 60 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 32 | 60 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 33 | 60 | Form F-1120 – Line 17 | 60 | 74 | 15 | Total Due |
| | | Form F-1120A – Line 9 | | | | |
| 34 | 64 | Form F-1120 – Line 17 | 6 | 20 | 15 | Total Due: Same amount as field reference 33, Line number 60 |
| | | Form F-1120A – Line 9 | | | | |
| 35 | 64 | OCR Line (with spaces) | 35 | 81 | 46 | OCR-A font, 10-point, include spaces per specifications |

## 6.14 Specifications for F-1120ES (Coupon Page) Scannable Band

- All data must be in the location specified below
- All fields are numeric, 0-9.
- All data should be left-justified within the scannable fields specified
- OCR line in field reference 35: Must be OCR-A font

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 1 | 41 | Perforated Line | 6 | 80 | 75 | Line of Dashes |
| 2 | 53 | FEIN | 6 | 20 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 3 | 53 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 4 | 53 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 5 | 53 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 6 | 54 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 7 | 54 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 8 | 54 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 9 | 54 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 10 | 55 | Tax Year End | 6 | 20 | 15 | Values should equal to the filer's next tax year end date (CCYYMMDD) |
| 11 | 55 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 12 | 55 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 13 | 55 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 14 | 56 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 15 | 56 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 16 | 56 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 17 | 56 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 18 | 57 | EFT Federal Return Type | 6 | 20 | 15 | **Character Position 1:** 0 = No; 1 = Yes **Character Positions 2 and 3:** Federal Return Type: See Indicators in Appendix |
| 19 | 57 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 20 | 57 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 21 | 57 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 22 | 58 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 23 | 58 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 24 | 58 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 25 | 58 | Unused | 60 | 74 | 15 | Left-Justified Zero |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 26 | 59 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 27 | 59 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 28 | 59 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 29 | 59 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 30 | 60 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 31 | 60 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 32 | 60 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 33 | 60 | Estimated Tax Payment | 60 | 74 | 15 | |
| 34 | 64 | Estimated Tax Payment | 6 | 20 | 15 | Same amount as field reference 33, Line 60 |
| 35 | 64 | OCR Line (with spaces) | 35 | 81 | 46 | OCR-A font, 10-point, include spaces per specifications |

## 6.15 Specifications for F-7004 (Coupon Page) Scannable Band

- All data must be in the location specified below
- All fields are numeric, 0-9
- All data should be left-justified within the scannable fields specified
- OCR line in field reference 35: Must be OCR-A font

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 1 | 41 | Perforated Line | 6 | 80 | 75 | Line of Dashes |
| 2 | 53 | FEIN | 6 | 20 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 3 | 53 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 4 | 53 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 5 | 53 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 6 | 54 | Filing Status | 6 | 20 | 15 | Character Position 1: 0 = Default; 1 = Partnership; 2 = Corporation; 3 = All other |
| 7 | 54 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 8 | 54 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 9 | 54 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 10 | 55 | Tax Year End | 6 | 20 | 15 | (CCYYMMDD) |
| 11 | 55 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 12 | 55 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 13 | 55 | Unused | 60 | 74 | 15 | Left-Justified Zero |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 14 | 56 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 15 | 56 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 16 | 56 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 17 | 56 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 18 | 57 | EFT Federal Return Type | 6 | 20 | 15 | **Character Position 1:** 0 = No; 1= Yes **Character Positions 2 and 3:** Federal Return Type: See Indicators in Appendix |
| 19 | 57 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 20 | 57 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 21 | 57 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 22 | 58 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 23 | 58 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 24 | 58 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 25 | 58 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 26 | 59 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 27 | 59 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 28 | 59 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 29 | 59 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 30 | 60 | Unused | 6 | 20 | 15 | Left-Justified Zero |
| 31 | 60 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 32 | 60 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 33 | 60 | Tentative Tax Due | 60 | 74 | 15 | |
| 34 | 64 | Tentative Tax Due | 6 | 20 | 15 | Same amount as field reference 33, Line 60 |
| 35 | 64 | OCR Line (with spaces) | 35 | 81 | 46 | OCR-A font, 10-point, include spaces per specifications |

## 6.16 Specifications for F-1120X (Coupon Page) Scannable Band

- All data must be in the location specified below
- All fields are numeric, 0-9
- All data should be left-justified within the scannable fields specified
- OCR line in field reference 35: Must be OCR-A font

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| NA | 4 | Barcode | 6 | | | |
| NA | 8 | OCR Line | 6 | 45 | 39 | Courier Font: **Do Not Include Spaces** |
| 1 | 41 | Perforated Line | 6 | 80 | 75 | Line of Dashes |
| 2 | 53 | FEIN | 6 | 20 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 3 | 53 | Line 1, Column B | 24 | 38 | 15 | Federal Taxable Income |
| 4 | 53 | Line 9, Column B | 42 | 56 | 15 | Florida Exemption |
| 5 | 53 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 6 | 54 | Tax Year Begin | 6 | 20 | 15 | (CCYYMMDD) |
| 7 | 54 | Line 2, Column B | 24 | 38 | 15 | State Income Taxes Deducted |
| 8 | 54 | Line 10, Column B | 42 | 56 | 15 | Florida Net Income |
| 9 | 54 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 10 | 55 | Tax Year End | 6 | 20 | 15 | (CCYYMMDD) |
| 11 | 55 | Line 3, Column B | 24 | 38 | 15 | Additions to Federal Taxable Income |
| 12 | 55 | Line 11, Column B | 42 | 56 | 15 | Tax Due |
| 13 | 55 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 14 | 56 | Reason for Amended Return | 6 | 20 | 15 | **Character Position 1:** 1= Amended Federal Return 2= IRS Audit Adjustment * 3= Other Adjustment *Requires Date of Revenue Agent Report in Field Reference 18 |
| 15 | 56 | Unused | 24 | 38 | 15 | Left-Justified Zero |
| 16 | 56 | Line 12, Column B | 42 | 56 | 15 | Credits against tax |
| 17 | 56 | Unused | 60 | 74 | 15 | Left-Justified Zero |
| 18 | 57 | Date of Revenue Agent Report (RAR) | 6 | 20 | 15 | Date required only if "2" is entered in field reference 14 (CCYYMMDD) |
| 19 | 57 | Line 5, Column B | 24 | 38 | 15 | Subtractions from Federal Taxable Income |
| 20 | 57 | Line 13, Column B | 42 | 56 | 15 | Total Income/Franchise Tax Due |
| 21 | 57 | Line 20, Column B | 60 | 74 | 15 | Credit |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 22 | 58 | Type of Florida Return Being Amended | 6 | 20 | 15 | **Character Position 1:**<br>1= F-1120<br>2= F-1120A<br>3= F-1120X |
| 23 | 58 | Line 6, Column B | 24 | 38 | 15 | Adjusted Federal Income |
| 24 | 58 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 25 | 58 | Line 21, Column B | 60 | 74 | 15 | Offset |
| 26 | 59 | Date Last Return Filed | 6 | 20 | 15 | (CCYYMMDD) |
| 27 | 59 | Line 7, Column B | 24 | 38 | 15 | Florida Portion of Adjusted Federal Income |
| 28 | 59 | Unused | 42 | 56 | 15 | Left-Justified Zero |
| 29 | 59 | Line 22, Column B | 60 | 74 | 15 | Refund Amount |
| 30 | 60 | Overpayment Credited to Tax Year | 6 | 20 | 15 | (CCYYMMDD) |
| 31 | 60 | Line 8, Column B | 24 | 38 | 15 | Nonbusiness Income Allocated to Florida |
| 32 | 60 | Line 14, Column B | 42 | 56 | 15 | Penalty Interest Total |
| 33 | 60 | Line 19, Column B | 60 | 74 | 15 | Total Amount Due or Overpayment |
| 34 | 64 | Line 19, Column B | 6 | 20 | 15 | Same amount as field reference 33, Line 60 |
| 35 | 64 | OCR Line (with spaces) | 35 | 81 | 46 | OCR-A font, 10-point, include spaces per specifications |

## 6.17 OCR Line Specifications for Payment Coupons F-1120, F-1120A, F-1120ES, F-7004, and F-1120X

1    OCR scan line must appear on the third line from the bottom (based on six lines per inch) and five spaces from the right edge (based on 10 characters per inch) of the coupon. No other writing or printing should appear in this area.

2    The OCR line should print in OCR-A font, 10-point in the following format.
     **Note:** This example is not to scale.

     8XXX  0  20221231  0002005037  7  3123456789  0000  6
      (1)  (2)    (3)       (4)    (5)     (6)       (7)  (8)

3    The numbers above are defined as follows:

   1)   Vendor Identification Number:
        8xxx assigned to vendor by the Department

   2)   Payment Method:
        **0** = Non-EFT; **1** = EFT

3) Format = CCYYMMDD (e.g., 20221231) (DD is the last day of the month)
   **Note:** The date for the F-1120ES is the filer's next tax year date.

4) Tax Category/Tax Fund/DocType:
   - 0002005037 = F-1120
   - 0002005033 = F-1120ES
   - 0002005030 = F-7004
   - 0002005043 = F-1120A
   - 0002005049 = F-1120X

   **Note:** This is a constant field that does not allow for changes.

5) First Check Digit: Calculated on the previous 23 digits 10 - (MOD(10)). Weights = 7,1,3
   **(see calculation below)**

6) Format/Account Number: 3XXXXXXXX (3 followed by the 9-digit FEIN)
   **Note:** The 3 is a constant field that does not allow for changes.

7) Location: 0000
   **Note:** This is a constant field that does not allow for changes.

8) Second Check Digit: Calculated on the previous 23 digits 10 - (MOD(10)). Weights = 7,1,3
   **(see calculation below)**

4 **1st Check Digit Calculation**: Multiply the first 23 digits individually by the appropriate weights and add together.

| 8 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 5 | 0 | 3 | 7 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | |
| 56 | +1 | +0 | +0 | +0 | +6 | +0 | +0 | +0 | +0 | +1 | +9 | +7 | +0 | +0 | +0 | +2 | +0 | +0 | +5 | +0 | +21 | +7 | 115 |

- Divide the sum by 10.
  115 / 10 = 11.5

- Subtract the remainder from 10. The result is the value for the check digit.
  10 – 5 = 5 (the check digit is 5)

5 **2nd Check Digit Calculation:** Multiply the 25th digit through the 38th digit individually by the appropriate weights and add together.

| 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 0 | 0 | 0 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | |
| +21 | +1 | +6 | +21 | +4 | +15 | +42 | +7 | +24 | +63 | +0 | +0 | +0 | +0 | 204 |

- Divide the sum by 10.
  204 / 10 = 20.4

- Subtract the remainder from 10.
  10 – 4 = 6 (the check digit is 6)
  **Note:** If the result is 10, then the Check Digit would be 0.

## 6.18 Barcode Specifications for Form F-1120 Return and Schedules

1  The static barcode on the return of the F-1120 and each schedule has been revised.
- **Format** – Interleaved 2 of 5 containing an even number of characters.
- **Height** – Minimum of 0.375 inches
- **Narrow Element Width** – Minimum = 0.0125 inches
- **Wide Element Width** – Minimum = 0.0666 inches; Maximum = 0.200 inches
- **Wide to Narrow Width** – Minimum wide to narrow ratio is 2:1 if minimum narrow element width is greater than 0.020 inches. Maximum wide to narrow ratio is 2.2:1 if the minimum narrow element width is less than or equal to 0.020 inches.
- **Print Quality** – 95% of all barcodes must receive an "A" grade as measured in accordance with ANSI Standard ANSI X3, 182-1990. This standard assigns grades based on two sets of criteria: dimensional and reflectance. Dimensional criteria are based upon actual linear measurements. Reflectance criteria are measures of print consistency.
- **Location –** The minimum distance from the top left edge of the document to the top edge of the barcode is 0.25 inches. A blank area of 0.25 inches must precede the start character of the barcode as a quiet zone. The minimum distance of the right edge of the barcode to any preprinted information on the document must be at least 0.25 inches. The barcode must not overlay any printed area information.

2  Components of Barcode for F-1120 Return and Schedules
- Display and data for the F-1120 Return and Schedules are as follows:

  230002005037PP(YYXXXXFFFTTTPP)

  | YY | = Version Year | = 23 (static) |
  |---|---|---|
  | XXXX | = Tax Category | = 0002 (static) |
  | FFF | = Tax Fund | = 005 (static) |
  | TTT | = Doc Type | = 037 (static) |
  | PP | = Page Number | = Specific to each page (referenced below) |

| Page Reference | Content | Assigned Barcode Number |
|---|---|---|
| Coupon Page | Return/coupon | 23000200503711 |
| Questions A-L Page | Taxpayer questions | 23000200503712 |
| Data Page 1 | Scannable data | 23000200503713 |
| Data Page 2 | Scannable data | 23000200503714 |
| Schedule Page 3 | Schedule I / II | 23000200503715 |
| Schedule Page 4 | Schedule III / IV | 23000200503716 |
| Schedule Page 5 | Schedule V/R | 23000200503717 |
| Schedule Page 6 | Est. Tax Worksheet | 23000200503718 |

## 6.19 Components of Barcode for F-1120X Return

1  Display and data for the F-1120 Return and Schedules are as follows:

- 160002005049PP(YYXXXXFFFTTTPP)

| | | | | |
|---|---|---|---|---|
| YY | = | Version Year | = | 16 (static) |
| XXXX | = | Tax Category | = | 0002 (static) |
| FFF | = | Tax Fund | = | 005 (static) |
| TTT | = | Doc Type | = | 049 (static) |
| PP | = | Page Number | = | 11 (static) |
| | | or | | |
| PP | = | Page Number | = | 12 (static for 2nd page) |

## 6.20 Guidelines and Specifications for 2D Barcode for Form F-1120

1  **Barcode Data**: The data in the barcode must match the data presented on the form. The data that do not come from the form are the header, specific fields identifying the form, vendor, specification, software versions, and trailer.
- Set the default to ON for printing of the 2D barcode.

2  **Carriage Return** <CR> is used as the delimiter between barcode data fields.

3  **No Commas** are permitted within the data field.

4  **Do Not** allow blank fields. The default value for an unused field is a single zero. Data fields with multiple responses require the spaces between these character positions to be filled with zeros.

5  **Decimals** for apportionment fractions are allowed.

6  **Negative** values are allowed. Negative values should be prefaced with a "-" symbol**.**

7  **All monetary** amounts must be in an implied decimal format – dollars and cents only. The minus symbol or  decimal (when applicable) are the only punctuation marks allowed in the barcode.
- $1,234.56 would appear as 123456
- ($20.00) would appear as -2000

8  **Correction level** is to be set at 4.

| Field Ref | Description/ Identification | Acceptable Values |
|---|---|---|
| 1 | Header Version | "T1" |
| 2 | Developer Code | 4-Digit NACTP Vendor ID Number of company that prepared form. If not NACTP member, use the Department's assigned 4-digit vendor number (same used in OCR line). |
| 3 | Jurisdiction | "FL" |
| 4 | Description | F1120 |
| 5 | Specification Version | 0 |
| 6 | Software Version | Software Form Version used to create the form. Assigned by the vendor. |

| Field Ref | Identification | Field Reference, Line Number and Column in Scan Band | Max Length | Notes |
|---|---|---|---|---|
| 7 | FEIN | Field Reference 2, Line number 53, Column 6 | 9 | Do not use a dash (-) between character positions 2 and 3. |
| 8 | Schedule I, Line 25 | Field Reference 3, Line number 53, Column 24 | 14 | |
| 9 | Unused | | | Single Left-Justified Zero |
| 10 | Return, Line 19 | Field Reference 5, Line number 53, Column 60 | 14 | |
| 11 | Tax Year Begin | Field Reference 6, Line number 54, Column 6 | 8 | CCYYMMDD |
| 12 | Schedule II, Line 13 | Field Reference 7, Line number 54, Column 24 | 14 | |
| 13 | Unused | Field Reference 8, Line number 54, Column 42 | 14 | Single Left-Justified Zero |
| 14 | Schedule V, Line 20 | Field Reference 9, Line number 54, Column 60 | 14 | |
| 15 | Tax Year End | Field Reference 10, Line number 55, Column 6 | 8 | CCYYMMDD |
| 16 | Return, Line 6 | Field Reference 11, Line number 55, Column 24 | 14 | |
| 17 | Unused | Field Reference 12, Line number 55, Column 42 | 14 | Single Left-Justified Zero |
| 18 | Unused | Field Reference 13, Line number 55, Column 60 | 14 | Single Left-Justified Zero |
| 19 | Address Change Indicator | Field Reference 14, Line number 56, Column 6 | 8 | Character Position 1 Address Changes: 0 = No; 1 = Yes. Fill positions 2-8 with zeros |
| 20 | Schedule IV, Line 2 | Field Reference 15, Line number 56, Column 24 | 14 | Decimal Required |
| 21 | Schedule V, Line 21 | Field Reference 16, Line number 56, Column 42 | 14 | |
| 22 | Unused | Field Reference 17, Line number 56, Column 60 | 14 | Single Left-Justified Zero |

| Field Ref | Identification | Field Reference, Line Number and Column in Scan Band | Max Length | Notes |
|---|---|---|---|---|
| 23 | EFT- Federal Return Type | Field Reference 18, Line number 57, Column 6 | 9 | **Character Position 1:** 0= No; 1= Yes. **Character Positions 2 and 3:** Federal Return Type: See Indicators in Appendix |
| 24 | Schedule II, Line 3 | Field Reference 19, Line number 57, Column 24 | 14 | |
| 25 | Return, Line 13 | Field Reference 20, Line number 57, Column 42 | 14 | |
| 26 | Unused | Field Reference 21, Line number 57, Column 60 | 14 | Single Left-Justified Zero |
| 27 | F-1120 Return Questions A-L Page: Questions C/D/F | Field Reference 22, Line number 58, Column 6 | 8 | **Character Position 1:** 1 = Yes; 2 = No **Character position 2:** 0 = Default; 1 = Initial Return; 2 = Final Return; or 3 = Both Initial and Final Return **Character position 3:** 0 = Default; 1 = Yes; 2 = No |
| 28 | Schedule IV, Line 8 | Field Reference 23, Line number 58, Column 24 | 14 | |
| 29 | Return, Line 16(a) | Field Reference 24, Line number 58, Column 42 | 14 | |
| 30 | Unused | Field Reference 25, Line number 58, Column 60 | 14 | Single Left-Justified Zero |
| 31 | Return, Line 1 | Field Reference 26, Line number 59, Column 6 | 8 | Preface negative values with a "-" symbol |
| 32 | Schedule R, Line 1 | Field Reference 27, Line number 59, Column 24 | 14 | |
| 33 | Return, Line 16(b) | Field Reference 28, Line number 59, Column 42 | 14 | |
| 34 | Unused | Field Reference 29, Line number 59, Column 60 | 14 | Single Left-Justified Zero |
| 35 | Return, Line 2 | Field Reference 30, Line number 60, Column 6 | 8 | Preface negative values with a "-" symbol |
| 36 | Return, Line 9 | Field Reference 31, Line number 60, Column 24 | 14 | Dollar amount will never be greater than $50,000.00 |
| 37 | Return, Line18 | Field Reference 32, Line number 60, Column 42 | 14 | |
| 38 | Return, Line 17 | Field Reference 33, Line number 60, Column 60 | 14 | |
| 39 | Trailer | | | "*EOD*" |

| | SAMPLE BARCODE DATA | |
|---|---|---|
| 1 | T1<CR> | Header Version |
| 2 | 1234<CR> | NACTP Vendor ID Number |
| 3 | FL<CR> | Jurisdiction |
| 4 | F1120<CR> | Form ID |
| 5 | 0<CR> | Specification |
| 6 | 1.0<CR> | Software Version |
| 7 | 123456879<CR> | FEIN |
| 8 | 01234567890123<CR> | Total Lines 1-24, Schedule I |
| 9 | 0<CR> | Unused |
| 10 | 01234567890123<CR> | Amount of Refund |
| 11 | 20220101<CR> | Tax Year Begin |
| 12 | 01234567890123<CR> | Total Lines 1-12 Schedule II |
| 13 | 0<CR> | Unused |
| 14 | 01234567890123<CR> | Research and Development Tax Credit |
| 15 | 20221231<CR> | Tax Year End |
| 16 | 01234567890123<CR> | Adjusted Federal Income |
| 17 | 0<CR> | Unused |
| 18 | 0<CR> | Unused |
| 19 | 00000000<CR> | Address Change Indicator |
| 20 | .0123456789012<CR> | Florida Apportionment Fraction |
| 21 | 01234567890123<CR> | Total Credits Against the Tax |
| 22 | 0<CR> | Unused |
| 23 | 001<CR> | EFT/Federal Return Type |
| 24 | 01234567890123<CR> | Florida Net Operating Loss Carryover |
| 25 | 01234567890123<CR> | Total Corporate Income/Franchise and Emergency Excise Tax Due |
| 26 | 0<CR> | Unused |
| 27 | 111<CR> | F-1120 Return Questions<br>A-L Page: Questions C/D/F |
| 28 | 01234567890123<CR> | Total Carryovers Apportioned to Florida |
| 29 | 01234567890123<CR> | Estimated Tax Payments |
| 30 | 0<CR> | Unused |
| 31 | 01234567890123<CR> | Federal Taxable Income |
| 32 | 01234567890123<CR> | Total Nonbusiness Income (loss) Allocated to Florida |
| 33 | 01234567890123<CR> | Tentative Tax Payment |
| 34 | 0<CR> | Unused |
| 35 | 01234567890123<CR> | State Income Taxes Deducted in Computing Federal Taxable Income |
| 36 | 01234567890123<CR> | Florida Exemption |
| 37 | 01234567890123<CR> | Amount of Overpayment to be Credited to Next Year's Estimated Tax |
| 38 | 01234567890123<CR> | Amount Due When You Subtract Line 16 from Line 15 |
| 39 | *EOD* | Trailer |

# 7 Guidelines and Specifications for Scannable Form RT-6

## 7.1 General Information

1   If you provide the *Employer's Quarterly Report* (Form RT-6), you should also provide the non-scannable *Employer Account Change Form* (Form RTS-3).

2   The following forms are processed using the Opex Falcon V and Fujitsu I6670A:
   - RT-6 – *Employer's Quarterly Report*
   - RT-6A – *Employer's Quarterly Report Continuation Page*
   - RT-6NF – *Employer's Quarterly Report for Out-of-State Wages*
   - RT-6EW – *Employer's Quarterly Report for Employees Contracted to Government or Nonprofit Educational Institutions*

   **Note:** Samples of the reemployment tax forms are available for informational purposes only. These forms are not to specifications; therefore, they should not be used as a measurement tool.

3   **Company ID**
   - Scannable and non-scannable alternative tax forms must include the company ID code.
   - The company ID used is provided in the Developer's Application.

4   **Vendor ID** – A new vendor ID is assigned each calendar year by the Department. This number must be included in both the upper and lower OCR lines of Form RT-6.

5   **Paper Requirements** – The paper used must be good quality 8 1/2" x 11" white bond, minimum #20.

6   **Ink/Toner Requirements** – Black, non-magnetic ink/toner must be used to print the forms.

7   **Layout** – All scannable alternative tax forms must follow the content format of the official Department form. ( See "Data Placement and Specifications for Scannable Band.")

8   **Wage Item Reports** – *Employer's Quarterly Report Continuation Sheet (*Form RT-6A) should be arranged in page number  order. Page_____of_____must be printed in the upper right-hand corner of each wage item report. The name of the   employer should be in the top center, leaving clear space for the barcode and first scan band line.

9   **Out-of-State Wage Reports** – *Employer's Report for Out-of-State Wages* (Form RT6NF) should be arranged in page number order. Page_____of_____must be printed in the upper right-hand corner of each out-of-state wage report. The name of the employer should be top center, leaving clear space for the barcode and first scan band line.

10   **Barcodes** – A specific barcode is required for form identification. (See "Barcode Specifications.")

   **Note:** The barcode must appear on the tax report, each wage item report, and each out-of-state wage report. Do not place a barcode on any other page.

   The RT account number appears in various formats on the report. The format expected in the scannable band is clarified in the note's column of the scannable band specifications.
   - In the box "RT Account Number," top right-hand portion of the report, use the 7-digit RT account number (e.g., 1234567).
   - On the payment coupon below the signature area, use the 7-digit RT account number (e.g., 1234567).
   - In the scan band, enter only the 7-digit RT account number (e.g., 1234567).

11   **Rounding** – In the payment of any contributions, a fractional part of a cent shall be disregarded unless it amounts to one-half cent or more, in which case it shall be increased to one cent.

12   **OCR line** – This is required on both the top (refer to notes on line # 8 for format) and on the coupon (refer to notes on line #64, field reference 35, and the OCR line layout) of Form RT-6. (See "OCR line specifications.")

## 7.2 Data Placement and Specifications for Scannable Band

- Courier font – 10-point
- Vertical Spacing – six lines per inch
- Horizontal Spacing – 10 characters per inch
- The scan band contains eight rows (row 53 through 60) and 4 columns (columns 6, 24, 42, and 60) of data fields.
- The area between the last row (row 60) of data fields and the OCR line should be clear.

**Scannable Band** – Alternative scannable versions of Form RT-6 must include a scannable band in a fixed format.  It is expected that data within the scannable band agree with the corresponding line items on the report and/or wage item report. The scan band and the conventional form lines must have matching amounts. Unused fields must be filled with a single left-justified zero. Do not include decimals, $ signs, or commas. **Note:** Do not leave fields blank.

The default value for unused fields in the scan band must be a single left-justified zero. **Note:** Do not leave fields blank.

- $1,234.56 would appear as 123456
- $78.00 would appear as 7800

## 7.3 Specifications for Form RT-6 Report (Coupon Page) Scannable Band

- All data must be in the location specified below.
- All fields are numeric, 0-9.
- All data should be left-justified within the scannable fields specified.
- Do not use a dash in the RT account number of FEIN in the scannable band.
- Do not use leading zeros in the RT account number in the scannable band.
- OCR line in field reference 35**:** Must be OCR-A font.

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| NA | 4 | Barcode | 6 | | | |
| NA | 8 | OCR Line (w/o spaces) | 6 | 45 | 39 | Courier font - Do Not Include Spaces |
| 1 | 41 | Perforated Line | 6 | 80 | 75 | Line of Dashes |
| 2 | 53 | RT Account Number | 6 | 20 | 15 | 7 digits, no leading zeros unless part of the number, no "applied for" accounts |
| 3 | 53 | FEIN | 24 | 38 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 4 | 53 | Number of full-time and part-time covered workers | 42 | 56 | 15 | First Month |
| 5 | 53 | Number of full-time and part-time covered workers | 60 | 74 | 15 | Second Month |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 6 | 54 | Number of Full-Time and Part-Time Covered Workers | 6 | 20 | 15 | Third Month |
| 7 | 54 | Quarterly Report Line 2 | 24 | 38 | 15 | Gross Wages Paid This Quarter |
| 8 | 54 | Quarterly Report Line 3 | 42 | 56 | 15 | Wages in Excess of $7000.00 |
| 9 | 54 | Quarterly Report Line 4 | 60 | 74 | 15 | Taxable Wages This Quarter |
| 10 | 55 | Quarterly Report Line 5 | 6 | 20 | 15 | Tax Due |
| 11 | 55 | Quarterly Report Line 6 | 24 | 38 | 15 | Penalty |
| 12 | 55 | Quarterly Report Line 7 | 42 | 56 | 15 | Interest |
| 13 | 55 | Quarterly Report Line 8 | 60 | 74 | 15 | Installment Assessment Fee |
| 14 | 56 | Quarterly Report Line 9a | 6 | 20 | 15 | Total Amount Due |
| 15 | 56 | Quarterly Report Line 9b | 24 | 38 | 15 | Amount Enclosed |
| 16 | 56 | Question: If filing as a sole proprietor, is this for domestic household employment? | 42 | 56 | 15 | **Character Position 1:** 0 = No; 1 = Yes |
| 17 | 56 | Unused | 60 | 74 | 15 | Left-Justified with Single Zero |
| 18 | 57 | Final Return | 6 | 20 | 15 | Character Position 1: 0 = No; 1 = Yes |
| 19 | 57 | Date Operations Ceased | 24 | 38 | 15 | (CCYYMMDD) |
| 20 | 57 | Unused | 42 | 56 | 15 | Left-Justified with Single Zero |
| 21 | 57 | Unused | 60 | 74 | 15 | Left-Justified with Single Zero |
| 22 | 58 | Unused | 6 | 20 | 15 | Left-Justified with Single Zero |
| 23 | 58 | Unused | 24 | 38 | 15 | Left-Justified with Single Zero |
| 24 | 58 | Unused | 42 | 56 | 15 | Left-Justified with Single Zero |
| 25 | 58 | Unused | 60 | 74 | 15 | Left-Justified with Single Zero |
| 26 | 59 | Unused | 6 | 20 | 15 | Left-Justified with Single Zero |
| 27 | 59 | Unused | 24 | 38 | 15 | Left-Justified with Single Zero |
| 28 | 59 | Unused | 42 | 56 | 15 | Left-Justified with Single Zero |
| 29 | 59 | Unused | 60 | 74 | 15 | Left-Justified with Single Zero |
| 30 | 60 | Unused | 6 | 20 | 15 | Left-Justified with Single Zero |
| 31 | 60 | Unused | 24 | 38 | 15 | Left-Justified with Single Zero |
| 32 | 60 | Unused | 42 | 56 | 15 | Left-Justified with Single Zero |
| 33 | 60 | Unused | 60 | 74 | 15 | Left-Justified with Single Zero |
| 34 | 64 | Quarterly Report Line 9b | 6 | 20 | 15 | Total Due: Same amount as field reference 15, Line 56 |
| 35 | 64 | OCR Line (with spaces) | 35 | 81 | 46 | OCR-A font, 10-point, include spaces per specifications. |

## 7.4 Specifications for RT-6A (Continuation Page) Scannable Band

- Page_____ of_____ must be written in the top right-hand corner of each page of the wage item report.
- All data must be in the location specified below. This format must be consistent on each page of the wage item report.
- Last Name, First Name, and Middle Initial must be **CAPITALIZED.**
- All data should be left-justified within the scannable fields specified, except for the employee's middle initial, which should be right-justified.
- A total of gross wages is required on each page (field reference 77, line number 48) and total sum of gross wages from all pages on the last page (field reference 85, line number 52 when last page).
- A total of taxable wages is required on each page (field reference 81, line number 50) and total sum of taxable wages from all pages on the last page (field reference, 89, line number 54).

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 1 | 4 | Barcode | 6 | | | |
| 2 | 12 | RT Account Number | 6 | 20 | 15 | 7 digits, no leading zeros unless it is part of the number, **NO** "applied for" accounts |
| 3 | 12 | FEIN | 24 | 38 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 4 | 12 | Month and Year That the Quarter Ends | 42 | 56 | 15 | Character Positions 1 and 2: Filing Period end 03, 06, 09, or 12 Character Positions 3 and 4. Filing Year |
| 5 | 12 | Unused | 60 | 74 | 15 | Single Left-Justified Zero |
| 6 | 14 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 7 | 14 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 8 | 14 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 9 | 14 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 10 | 16 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 11 | 16 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 12 | 16 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 13 | 16 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 60 | 74 | 15 | |
| 14 | 18 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 15 | 18 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 16 | 18 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 17 | 18 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 18 | 20 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 19 | 20 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 20 | 20 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 21 | 20 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 60 | 74 | 15 | |
| 22 | 22 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 23 | 22 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 24 | 22 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 25 | 22 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 26 | 24 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 27 | 24 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 28 | 24 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 29 | 24 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 60 | 74 | 15 | |
| 30 | 26 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4  or 5 and 6 |
| 31 | 26 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 32 | 26 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 33 | 26 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 34 | 28 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 35 | 28 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 36 | 28 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 37 | 28 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 60 | 74 | 15 | |
| 38 | 30 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4  or 5 and 6 |
| 39 | 30 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 40 | 30 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 41 | 30 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 42 | 32 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 43 | 32 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 44 | 32 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 45 | 32 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 60 | 74 | 15 | |
| 46 | 34 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 47 | 34 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 48 | 34 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 49 | 34 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 50 | 36 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 51 | 36 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 52 | 36 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 53 | 36 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 60 | 74 | 15 | |
| 54 | 38 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 55 | 38 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 56 | 38 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 57 | 38 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 58 | 40 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 59 | 40 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 60 | 40 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 61 | 40 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 60 | 74 | 15 | |
| 62 | 42 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 63 | 42 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 64 | 42 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 65 | 42 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 66 | 44 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 67 | 44 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 68 | 44 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 69 | 44 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 60 | 74 | 15 | |
| 70 | 46 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 71 | 46 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 72 | 46 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 73 | 46 | Unused | 60 | 74 | 15 | Single Left-Justified Zero |
| 74 | 48 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 75 | 48 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 76 | 48 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 77 | 48 | Wage Item Field 12a: Employee Gross Wages this Page | 60 | 74 | 15 | Total gross wages required on each page of wage item report. |
| 78 | 50 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 79 | 50 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 80 | 50 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 81 | 50 | Wage Item Field 12b: Employee Taxable Wages this Page | 60 | 74 | 15 | Total taxable wages required on each page of wage item report. |
| 82 | 52 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 83 | 52 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 84 | 52 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 85 | 52 | Wage Item Field 13a: Total Gross Wages All pages when last page | 60 | 74 | 15 | Total gross wages of each page required on last page. Enter single left-justified zero when not last page. |
| 86 | 54 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 87 | 54 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 88 | 54 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 89 | 54 | Wage Item Field 13b: Total Taxable Wages All pages when last page | 60 | 74 | 15 | Total taxable wages of each page required on last page. Enter single left-justified zero when not last page. |

## 7.5  Specifications for RT-6NF Out-of-State Wages Scannable Band

- Page_____of_____must be written in the top right-hand corner of each page of the wage item report.
- All data must be in the location specified below. This format must be consistent on each page of the wage item report.
- Last Name, First Name, and Middle Initial must be **CAPITALIZED.**
- All data should be left-justified within the scannable fields specified, except for the employee's middle initial, which should be right-justified.
- A total of gross wages is required on each page (field reference 77, line number 48) and total sum of gross wages from all pages on the last page (field reference 85, line number 52 when last page).
- A total of taxable wages is required on each page (field reference 81, line number 50) and total sum of taxable wages from all pages on the last page (field reference, 89, line number 54).

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 1 | 4 | Barcode | 6 | | | |
| 2 | 12 | RT Account number | 6 | 20 | 15 | 7 digits, no leading zeros unless it is part of the number, **NO** "applied for" accounts |
| 3 | 12 | FEIN | 24 | 38 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 4 | 12 | Month and Year that the Quarter Ends | 42 | 56 | 15 | Character Positions 1 and 2: Filing Period end 03, 06, 09, or 12 Character Positions 3 and 4. Filing Year |
| 5 | 12 | Unused | 60 | 74 | 15 | Single Left-Justified Zero |
| 6 | 14 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 7 | 14 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 8 | 14 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 9 | 14 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 10 | 16 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 11 | 16 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 12 | 16 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 13 | 16 | Wage Item Field 12c: Employee Out-of-State Taxable Wages Paid Year to Date | 60 | 74 | 15 | |
| 14 | 18 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 15 | 18 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 16 | 18 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 17 | 18 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 18 | 20 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 19 | 20 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 20 | 20 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 21 | 20 | Wage Item Field 12c: Employee Out-of-State Taxable Wages Paid Year to Date | 60 | 74 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 22 | 22 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 23 | 22 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 24 | 22 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 25 | 22 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 26 | 24 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 27 | 24 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 28 | 24 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 29 | 24 | Wage Item Field 12c: Employee Out-of-State Taxable Wages Paid Year to Date | 60 | 74 | 15 | |
| 30 | 26 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 31 | 26 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 32 | 26 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 33 | 26 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 34 | 28 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 35 | 28 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 36 | 28 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 37 | 28 | Wage Item Field 12c: Employee Out-of-State Taxable Wages Paid Year to Date | 60 | 74 | 15 | |
| 38 | 30 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 39 | 30 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 40 | 30 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 41 | 30 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 42 | 32 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 43 | 32 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 44 | 32 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 45 | 32 | Wage Item Field 12c: Employee Out-of-State Taxable Wages Paid Year to Date | 60 | 74 | 15 | |
| 46 | 34 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 47 | 34 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 48 | 34 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 49 | 34 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 50 | 36 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 51 | 36 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 52 | 36 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 53 | 36 | Wage Item Field 12c: Employee Out-of-State Taxable Wages Paid Year to Date | 60 | 74 | 15 | |
| 54 | 38 | Wage Item Field 10: Employee SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 55 | 38 | Wage Item Field 11a: Employee Last Name | 24 | 38 | 15 | |
| 56 | 38 | Wage Item Field 11b: Employee First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 57 | 38 | Wage Item Field 12a: Employee Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 58 | 40 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 59 | 40 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 60 | 40 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 61 | 40 | Wage Item Field 12c: Employee Out-of-State Taxable Wages Paid Year to Date | 60 | 74 | 15 | |
| 62 | 42 | Unused | 6 | 20 | 15 | |
| 63 | 42 | Unused | 24 | 38 | 15 | |
| 64 | 42 | Unused | 42 | 56 | 15 | Right-Justify Middle Initial only on column |
| 65 | 42 | Unused | 60 | 74 | 15 | |
| 66 | 44 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 67 | 44 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 68 | 44 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 69 | 44 | Wage Item Field 12a: Total Florida Gross Wages Paid this Page | 60 | 74 | 15 | Total Florida gross wages paid this quarter required on each page of report. |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 70 | 46 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 71 | 46 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 72 | 46 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 73 | 46 | Wage Item Field 12b: Total Florida Taxable Wages this Page | 60 | 74 | 15 | Total employee's Florida taxable wages paid this quarter required on each page of report. |
| 74 | 48 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 75 | 48 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 76 | 48 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 77 | 48 | Wage Item Field 12c: Total Out-of-State Taxable Wages Paid Year to Date this Page | 60 | 74 | 15 | Total out-of-state taxable wages paid year to date required on each page of report. |
| 78 | 50 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 79 | 50 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 80 | 50 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 81 | 50 | Wage Item Field 13a: Total Florida Gross Wages Paid this Quarter. All Pages When Last Page | 60 | 74 | 15 | Total Florida gross wages paid this quarter of each page required on last page. Enter single left-justified zero if not last page. |
| 82 | 52 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 83 | 52 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 84 | 52 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 85 | 52 | Wage Item Field 13b: Total Florida Taxable Wages Paid this Quarter All Pages When Last Page | 60 | 74 | 15 | Total Florida taxable wages paid this quarter of each page required on last page. Enter single left-justified zero when not last page. |
| 86 | 54 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 87 | 54 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 88 | 54 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 89 | 54 | Wage Item Field 13c: Total Out-of-State Taxable Wages Paid Year-to-Date All Pages When Last Page | 60 | 74 | 15 | Total out-of-state taxable wages paid year-to-date of each page required on last page. Enter single left-justified zero if not last page. |

## 7.6 Specifications for RT-6EW Employees Contracted to Government or Nonprofit Educational Institutions Scannable Band

- Page ____ of ____ must be written in the top right-hand corner of each page of the Wage Item Report.
- All data must be in the location specified below. This format must be consistent on each page of the wage item report.
- Last Name, First Name, and Middle Initial must be **CAPITALIZED.**
- All data should be left-justified within the scannable fields specified, except for the employee's middle initial, which should be right-justified.
- A total of gross wages is required on each page (field reference 77, line number 48) and total sum of gross wages from all pages on the last page (field reference 85, line number 52 when last page).
- A total of taxable wages is required on each page (field reference 81, line number 50) and a total sum of taxable wages from all pages on the last page (field reference, 89, line number 54).

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 1 | 4 | Barcode | 6 | | | |
| 2 | 12 | RT Account number | 6 | 20 | 15 | 7 digits, no leading zeros unless it is part of the number, **NO** "applied for" accounts |
| 3 | 12 | FEIN | 24 | 38 | 15 | Do not use a dash (-) between character positions 2 and 3 |
| 4 | 12 | Month and Year that the Quarter Ends | 42 | 56 | 15 | Character Positions 1 and 2: Filing Period end 03, 06, 09, or 12 Character Positions 3 and 4. Filing Year |
| 5 | 12 | Unused | 60 | 74 | 15 | Single Left-Justified Zero |
| 6 | 14 | Wage Item Field 10: Employee's SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 7 | 14 | Wage Item Field 11a: Employee's Last Name | 24 | 38 | 15 | |
| 8 | 14 | Wage Item Field 11b: Employee's First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 9 | 14 | Wage Item Field 12a: Employee's Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 10 | 16 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 11 | 16 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 12 | 16 | Wage Item Field 12b: Employee's Taxable Wages Paid This Quarter | 42 | 56 | 15 | |
| 13 | 16 | Wage Item Field 12c: Employee's Florida Wages Paid this Quarter under Contract with an Educational Institution | 60 | 74 | 15 | |
| 14 | 18 | Wage Item Field 10: Employee's SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 15 | 18 | Wage Item Field 11a: Employee's Last Name | 24 | 38 | 15 | |
| 16 | 18 | Wage Item Field 11b: Employee's First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 17 | 18 | Wage Item Field 12a: Employee's Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 18 | 20 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 19 | 20 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 20 | 20 | Wage Item Field 12b: Employee's Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 21 | 20 | Wage Item Field 12c: Employee's Florida Wages Paid this Quarter under Contract with an Educational Institution | 60 | 74 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 22 | 22 | Wage Item Field 10: Employee's SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 23 | 22 | Wage Item Field 11a: Employee's Last Name | 24 | 38 | 15 | |
| 24 | 22 | Wage Item Field 11b: Employee's First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 25 | 22 | Wage Item Field 12a: Employee's Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 26 | 24 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 27 | 24 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 28 | 24 | Wage Item Field 12b: Employee's Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 29 | 24 | Wage Item Field 12c: Employee's Florida Wages Paid this Quarter under Contract with an Educational Institution | 60 | 74 | 15 | |
| 30 | 26 | Wage Item Field 10: Employee's SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 31 | 26 | Wage Item Field 11a: Employee's Last Name | 24 | 38 | 15 | |
| 32 | 26 | Wage Item Field 11b: Employee's First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 33 | 26 | Wage Item Field 12a: Employee's Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 34 | 28 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 35 | 28 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 36 | 28 | Wage Item Field 12b: Employee Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 37 | 28 | Wage Item Field 12c: Employee's Florida Wages Paid this Quarter under Contract with an Educational Institution | 60 | 74 | 15 | |
| 38 | 30 | Wage Item Field 10: Employee's SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 39 | 30 | Wage Item Field 11a: Employee's Last Name | 24 | 38 | 15 | |
| 40 | 30 | Wage Item Field 11b: Employee's First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 41 | 30 | Wage Item Field 12a: Employee's Gross Wages Paid for Quarter | 60 | 74 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 42 | 32 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 43 | 32 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 44 | 32 | Wage Item Field 12b: Employee's Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 45 | 32 | Wage Item Field 12c: Employee's Florida Wages Paid this Quarter under Contract with an Educational Institution | 60 | 74 | 15 | |
| 46 | 34 | Wage Item Field 10: Employee's SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 47 | 34 | Wage Item Field 11a: Employee's Last Name | 24 | 38 | 15 | |
| 48 | 34 | Wage Item Field 11b: Employee's First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 49 | 34 | Wage Item Field 12a: Employee's Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 50 | 36 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 51 | 36 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 52 | 36 | Wage Item Field 12b: Employee's Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 53 | 36 | Wage Item Field 12c: Employee's Florida Wages Paid this Quarter under Contract with an Educational Institution | 60 | 74 | 15 | |
| 54 | 38 | Wage Item Field 10: Employee's SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 55 | 38 | Wage Item Field 11a: Employee's Last Name | 24 | 38 | 15 | |
| 56 | 38 | Wage Item Field 11b: Employee's First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 57 | 38 | Wage Item Field 12a: Employee's Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 58 | 40 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 59 | 40 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 60 | 40 | Wage Item Field 12b: Employee's Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 61 | 40 | Wage Item Field 12c: Employee's Florida Wages Paid this Quarter under Contract with an Educational Institution | 60 | 74 | 15 | |

| Field Ref | Line Num | Field Identification | Begin Column | End Column | Max Length | Field Description |
|---|---|---|---|---|---|---|
| 62 | 42 | Wage Item Field 10: Employee's SSN | 6 | 20 | 15 | Do not use a dash (-) between character positions 3 and 4 or 5 and 6 |
| 63 | 42 | Wage Item Field 11a: Employee's Last Name | 24 | 38 | 15 | |
| 64 | 42 | Wage Item Field 11b: Employee's First Name and Middle Initial | 42 | 56 | 15 | Right-Justify Middle Initial only on column 56 |
| 65 | 42 | Wage Item Field 12a: Employee's Gross Wages Paid for Quarter | 60 | 74 | 15 | |
| 66 | 44 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 67 | 44 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 68 | 44 | Wage Item Field 12b: Employee's Taxable Wages Paid for Quarter | 42 | 56 | 15 | |
| 69 | 44 | Wage Item Field 12c: Employee's Florida Wages Paid this Quarter under Contract with an Educational Institution | 60 | 74 | 15 | |
| 70 | 46 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 71 | 46 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 72 | 46 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 73 | 46 | Unused | 60 | 74 | 15 | Single Left-Justified Zero |
| 74 | 48 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 75 | 48 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 76 | 48 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 77 | 48 | Wage Item Field 12a: Total Florida Gross Wages Paid this Page | 60 | 74 | 15 | Total Gross Wages paid this quarter required on each page of the report. |
| 78 | 50 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 79 | 50 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 80 | 50 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 81 | 50 | Wage Item Field 12b: Employee's Florida Taxable Wages Paid this Quarter | 60 | 74 | 15 | Total Employee's Florida taxable wages paid this quarter required on each page of report. |
| 82 | 52 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 83 | 52 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 84 | 52 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 85 | 52 | Wage Item Field 13a: Total Florida Gross Wages Paid this Quarter All Pages when Last Page | 60 | 74 | 15 | Total Florida gross wages paid this quarter of each page required on last page. Enter single left-justified zero when not last page. |
| 86 | 54 | Unused | 6 | 20 | 15 | Single Left-Justified Zero |
| 87 | 54 | Unused | 24 | 38 | 15 | Single Left-Justified Zero |
| 88 | 54 | Unused | 42 | 56 | 15 | Single Left-Justified Zero |
| 89 | 54 | Wage Item Field 13b: Total Florida Taxable Wages Paid this quarter All Pages when Last Page | 60 | 74 | 15 | Total Florida Taxable Wages paid this quarter of each page required on last page. Enter single left-justified zero when not last page. |

## 7.7 OCR Line Specifications for the Form RT-6 Payment Coupon

1   OCR line scan line must appear on the third line from the bottom (based on six lines per inch) and five spaces from the right edge (based on 10 characters per inch) of the coupon. No other writing or printing should appear in this area.

2   The OCR line should print in OCR-A font, 10-point in the following format.
    **Note:** This example is not to scale.

    8XXX  0  20230331  0068054031  9  5001234567  0000  7
     (1)  (2)    (3)          (4)      (5)   (6)        (7)  (8)

    The numbers above are defined as follows:

    1)  Vendor Identification Number:
        8xxx assigned to vendor by the Department

    2)  Payment Method:
        **0** = Non-EFT; **1**= EFT

    3)  Applied Date:
        Format = CCYYMMDD (e.g., 20230331)
        (MM is 2-digit month)
        (DD is the last day of the month)
        • 03 is Jan 1 – Mar 31
        • 06 is Apr 1 – Jun 30
        • 09 is July 1 – Sept 30
        • 12 is Oct 1 – Dec 31

    4)  Tax Category/Tax Fund/DocType: 0068054031
        **Note:** This is a constant field that does not allow for changes.

    5)  First Check Digit: Calculated on the previous 23 digits 10 - (MOD(10)). Weights = 7, 1, 3
        **(see calculation below)**

    6)  Format/Account number: 500xxxxxxx (500 followed by 7-digit RT account number)
        **Note:** 500 is a constant in this field which is followed by the 7-digit RT number.

    7)  Location: 0000
        **Note:** This is a constant in this field and does not allow for changes.

    8)  Second Check Digit: Calculated on the previous 14 digits 10 - (MOD(10)). Weights = 7, 1, 3
        **(see calculation below)**

3   **First Check Digit Calculation**: Multiply the first 23 digits individually by the appropriate weights and add together.

| 8 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 5 | 0 | 3 | 7 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | |
| 56 | +1 | +0 | +0 | +0 | +6 | +0 | +0 | +0 | +0 | +1 | +9 | +7 | +0 | +0 | +0 | +2 | +0 | +0 | +5 | +0 | +21 | +7 | 115 |

- Divide the sum by 10. 115 / 10 = 11.5

- Subtract the remainder from 10. The result is the value for the check digit.
  10 – 5 = 5 (the check digit is 5)

4  **Second Check Digit Calculation:** Multiply the 25th digit through the 38th digit individually by the appropriate weights and add together.

| 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 0 | 0 | 0 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | |
| **+21** | **+1** | **+6** | **+21** | **+4** | **+15** | **+42** | **+7** | **+24** | **+63** | **+0** | **+0** | **+0** | **+0** | **204** |

- Divide the sum by 10. 204 / 10 = 20.4

- Subtract the remainder from 10. The result is the value for the check digit.
  10 – 4 = 6 (the check digit is 6)
  **Note:** If the result is 10, then the Check Digit would be 0.

## 7.8  Barcode Specifications for Forms RT-6, RT-6A, RT-6NF, and RT-6EW

1  A specific barcode is required on the *Employer's Quarterly Report* and on each page of the *Employer's Quarterly Report Continuation Sheet, Out-of-State Wage Report,* and *Educational Wage Report*.

- **Format** – Interleaved 2 of 5 containing an even number of characters.
- **Height** – Minimum =  0.375 inches.
- **Narrow Element Width** – Minimum = 0.0125 inches.
- **Wide Element Width** – Minimum = 0.0666 inches; Maximum = 0.200 inches.
- **Wide to Narrow Width** – Minimum wide to narrow ratio is 2:1 if minimum narrow element width is greater than 0.020 inches.
- Maximum wide to narrow ratio is 2.2:1 if the minimum narrow element width is less than or equal to 0.020 inches.
- **Print Quality** – 95% of all barcodes must receive an "A" grade as measured in accordance with ANSI Standard ANSI X3, 182-1990. This standard assigns grades based on two sets of criteria: dimensional and reflectance. Dimensional criteria are based upon actual linear measurements. Reflectance criteria are measures of print consistency.
- **Location** – The minimum distance from the top left edge of the document to the top edge of the barcode is 0.25 inches. A blank area of 0.25 inches must precede the start character of the barcode as a quiet zone. The minimum distance of the right edge of the barcode to any preprinted information on the document must be at least 0.25 inches. The barcode must not overlay any printed area information.

## 7.9 Components for Forms RT-6, RT-6A, RT-6NF, and RT-6EW

1. Display and data for the RT-6 report, RT-6A continuation page, RT-6NF out-of-state wage, and RT-6EW educational wage is as follows:

| | | | | |
|----|----|----|----|----|
| YY | = | Version Year | = | 15 (static for RT-6 & RT-6A), 16 (static for RT-6NF & RT-6EW) |
| XXXX | = | Tax | = | 0068 (static) |
| FFF | = | Tax Fund | = | 054 (static) |
| TTT | = | Doc Type | = | 031 (static) |
| RR | = | DOR Sequence # | = | 11 (static for RT-6) |
| | | or | | |
| RR | = | DOR Sequence # | = | 12 (static for all pages of the RT-6A) |
| RR | = | DOR Sequence # | = | 13 (static for all pages of the RT-6NF) |
| RR | = | DOR Sequence# | = | 14 (static for all pages of the RT-6EW) |

# 8 Guidelines for Non-Scannable Forms and Forms That Require a Barcode and/or OCR Line

**General Information:**

- The Department must be able to process non-scannable alternative tax forms in the same manner as the official forms.
- To ensure taxpayers receive the most current version of Department forms, vendors are requested to submit to the Department all non-scannable forms they plan to release, sell, license, or distribute during each tax year.
- Vendors may submit a list of non-scannable forms, with the revision date approved for their specific company in the previous year, for approval by the Department.
- There are no line-by-line specifications for these forms. Prepare forms to match the Department's sample form. Sample non-scannable forms requiring a barcode and/or OCR line are provided for the DR-1, DR-5, DR-908 Schedule Pages Only, DR-15MO, DR-26, DR-26S, DR-835, F-851, F-1065, RTS-1S, RTS-1SA, RTS-2, RTS-3, RTS-6, RTS-6A, RTS-6B, RTS-6C, RT-7A, RT-8A, RTS-9, RTS-10, RT-28, and RT-28G.
- Florida sales and use tax forms are not available to alternative form vendors as alternative or substitute tax forms. The only exception is the Out-of-State Purchase Return (Form DR-15MO), which may be produced as an alternative Florida tax form.

**Company ID:**

- Scannable and non-scannable alternative tax forms must include the company ID code.
- The company ID used is provided in the developer's application.

2. **Vendor ID** – A new vendor ID is assigned each calendar year by the Department. This number must be included in both the upper and lower OCR lines of the RT-6.

3. **Paper Requirements** – The paper used must be good quality 8 1/2" x 11" white bond, minimum #20.

4. **Ink/Toner Requirements** – Black, non-magnetic ink/toner must be used to print the forms.

5. **Print Requirements** – All non-scannable alternative tax forms must be laser-generated to assure a high standard of legibility. A dot matrix or similar printer will be considered if the print quality is 240 dpi or higher.

6. **Layout** – Non-scannable alternative tax forms in most cases must duplicate the appearance and layout of the official form, including size of margins, special keying symbols, item caption, line numbers, code and form numbers, and perforations. See specific samples of non-scannable forms that have only a barcode and/or OCR line.

7. **Form Identification Numbers** – All Department forms have a form identification number and revision date (e.g., RT-6, R. 01/18). The Department form identification numbers must appear on non-scannable alternative tax forms in the exact same location and font as on the official Department form.

8. **Monetary Amounts** – Cents may be rounded to the nearest dollar except when rounding up obligates the taxpayer to file and remit or when prohibited. A ".00" or the applicable cents should follow dollars.

9. **Barcode and/or OCR Line for certain non-scannable forms** – The following information is specific to certain forms that may require an OCR line and/or barcode but do not require the data fields in a scan band format.

## 8.1 Form DR-15MO: Out-of-State-Purchase Return

1   OCR line scan line must appear on the 3rd line from the bottom (based on 6 lines per inch) and 5 spaces from the right edge (based on 10 characters per inch) of the coupon. No other writing or printing should appear in this area.

2   The OCR line should print in OCR-A font, 10-point in the following format.
**Note:** This example is not to scale.

**Note:** The Payment Method, Tax Category/Tax Fund/DocType, Format/Account number and Location are constant fields. Do not allow use of the taxpayer's personal account number.

8XXX  0  20231231  0001003087  1  4000001189  0000  4
  (1)  (2)     (3)         (4)      (5)    (6)       (7)  (8)

3   The numbers above are defined as follows:

1)   Vendor Identification Number:
8xxx assigned to vendor by the Department

2)   Payment Method:
**0** = Non
**Note:** This is a constant field, and no changes are allowed.

3)   Applied Date:
Format = CCYYMMDD (e.g., 20230131)
(CCYY is always current filing year; MMDD is the purchase month, last day)

4)   Tax Category/Tax Fund/DocType: 0001003087
**Note:** This is a constant field that does not allow for changes.

5)   First Check Digit: Calculated on the previous 23 digits 10 - (MOD(10)). Weights = 7, 1, 3
**(see calculation below)**

6)   Format/Account number: 4000001189
**Note:** This is a constant in this field and does not allow for changes.

7)   Location: 2797
**Note:** This is a constant in this field and does not allow for changes.

8)   Second Check Digit: Calculated on the previous 14 digits 10 - (MOD(10)). Weights = 7, 1, 3
**(see calculation below)**

4   **First Check Digit Calculation**: Multiply the first 23 digits individually by the appropriate weights and add together.

| 8 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 5 | 0 | 3 | 7 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | |
| **56** | **+1** | **+0** | **+0** | **+0** | **+6** | **+0** | **+0** | **+0** | **+0** | **+1** | **+9** | **+7** | **+0** | **+0** | **+0** | **+2** | **+0** | **+0** | **+5** | **+0** | **+21** | **+7** | **115** |

- Divide the sum by 10. 115 / 10 = 11.5

- Subtract the remainder from 10. The result is the value for the check digit.
  10 – 5 = 5 (the check digit is 5)

5   **Second Check Digit Calculation:** Multiply the 25th digit through the 38th digit individually by the appropriate weights and add together.

| 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 0 | 0 | 0 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | |
| +21 | +1 | +6 | +21 | +4 | +15 | +42 | +7 | +24 | +63 | +0 | +0 | +0 | +0 | 204 |

- Divide the sum by 10. 204 / 10 = 20.4

- Subtract the remainder from 10. The result is the value for the check digit.
  10 – 4 = 6 (the check digit is 6)
    **Note:** If the result is 10, then the Check Digit would be 0.

## 8.2  Form RT-8A: Correction to Employer's Quarterly or Annual Domestic Report

1   OCR line scan line must appear on the 3rd line from the bottom (based on 6 lines per inch) and 5 spaces from the right edge (based on 10 characters per inch) of the coupon. No other writing or printing should appear in this area.

2   The OCR line should print in OCR-A font, 10-point in the following format.
    **Note:** This example is not to scale.

    8XXX 0 20230331 0068054049 9 5001234567 0000 7
     (1)  (2)    (3)         (4)      (5)   (6)        (7)  (8)

3   The numbers above are defined as follows:
    1) Vendor Identification Number:
       8xxx assigned to vendor by the Department

2)  Payment Method: **0**= Non-EFT; **1**= EFT

3)  Applied Date: Format = CCYYMMDD (e.g., 20230331) (MM is 2-digit month) (DD is the last day of the month)
    - 03 is Jan 1 – Mar 31
    - 06 is Apr 1 – Jun 30
    - 09 is July 1 – Sept 30
    - 12 is Oct 1 – Dec 31

4)  Tax Category/Tax Fund/DocType: 0068054031
    **Note:** This is a constant field that does not allow for changes.

5) First Check Digit: Calculated on the previous 23 digits 10 - (MOD(10)). Weights = 7, 1, 3 **(see calculation below)**

6) Format/Account number: 500xxxxxxx (500 followed by 7-digit RT account number)
**Note:** 500 is a constant in this field which is followed by the 7-digit RT number.

7) Location: 0000
**Note:** This is a constant in this field and does not allow for changes.

8) Second Check Digit: Calculated on the previous 14 digits 10 - (MOD(10)). Weights = 7, 1, 3 **(see calculation below)**

4 **First Check Digit Calculation**: Multiply the first 23 digits individually by the appropriate weights and add together.

| 8 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 5 | 0 | 3 | 7 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | |
| 56 | +1 | +0 | +0 | +0 | +6 | +0 | +0 | +0 | +0 | +1 | +9 | +7 | +0 | +0 | +0 | +2 | +0 | +0 | +5 | +0 | +21 | +7 | 115 |

- Divide the sum by 10. 115 / 10 = 11.5

- Subtract the remainder from 10. The result is the value for the check digit.
  10 – 5 = 5 (the check digit is 5)

5 **Second Check Digit Calculation:** Multiply the 25th digit through the 38th digit individually by the appropriate weights and add together.

| 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 0 | 0 | 0 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | x3 | x7 | x1 | |
| +21 | +1 | +6 | +21 | +4 | +15 | +42 | +7 | +24 | +63 | +0 | +0 | +0 | +0 | 204 |

- Divide the sum by 10. 204 / 10 = 20.4

- Subtract the remainder from 10. The result is the value for the check digit.
  10 – 4 = 6 (the check digit is 6)
  **Note:** If the result is 10, then the Check Digit would be 0.

## 8.3  Barcode Specifications for Form RT-8A

1   A specific barcode is required for form identification.

- **Format** – Interleaved 2 of 5 containing an even number of characters.
- **Height** – Minimum of 0.375 inches.
- **Narrow Element Width** – Minimum = 0.0125 inches.
- **Wide Element Width** – Minimum = 0.0666 inches; Maximum = 0.200 inches.
- **Wide to Narrow Width** – Minimum wide to narrow ratio is 2:1 if minimum narrow element width  is  greater than 0.020 inches.
- **Maximum wide** to narrow ratio is 2.2:1 if the minimum narrow element width is less than or equal  to 0.020 inches.
- **Print Quality** – 95% of all barcodes must receive an "A" grade as measured in accordance with ANSI  Standard ANSI X3, 182-1990. This standard assigns grades based on two sets of criteria: dimensional   and reflectance. Dimensional criteria are based upon actual linear measurements. Reflectance  criteria are measures of print consistency.
- **Location** – The minimum distance from the top left edge of the document to the top edge of the  barcode is 0.25 inches. A blank area of 0.25 inches must precede the start character of the barcode  as a quiet zone. The minimum distance of the right edge of the barcode to any preprinted  information on the document must be at least 0.25 inches. The barcode must not overlay any  printed area information.

2   Barcode components for RT-8A, *Correction to Employer's Quarterly or Annual Domestic Report*

| Field Ref | Line Num | Identification | Begin Column | End Column | Max Length | Notes |
|---|---|---|---|---|---|---|
| NA | 4 | Barcode | 6 | | | |
| NA | 64 | OCR Line with spaces | 35 | 81 | 46 | |

- **Page 1** 21006805404901
- **Page 2** 21006805404902

## 8.4  Barcode Specifications for Forms DR-1, DR-5, DR-26, DR-26S, DR-835, F-851, F-1065, RTS-1S, RTS-1SA, RTS-2, RTS-3, RTS-6, RTS-6A, RTS-6B, RTS-6C, RTS-7A, RTS-9, RTS-10, RT-28, RT-28G, RTS-70, RTS-71, and DR-908 Schedule Pages

1   **A specific barcode is required for form identification.**

- **Format** – Interleaved 2 of 5 containing an even number of characters
- **Height** – Minimum of 0.375 inches
- **Narrow Element Width** – Minimum = 0.0125 inches
- **Wide Element Width** – Minimum = 0.0666 inches; Maximum = 0.200 inches.
- **Wide to Narrow Width** – Minimum wide to narrow ratio is 2:1 if minimum narrow element width  is  greater than 0.020 inches.
- Maximum wide to narrow ratio is 2.2:1 if the minimum narrow element width is less than or equal to  0.020 inches.
  **Print Quality** – 95% of all barcodes must receive an "A" grade as measured in accordance with ANSI  Standard ANSI X3, 182-1990. This standard assigns grades based on two sets of criteria: dimensional  and reflectance. Dimensional criteria are based upon actual linear measurements. Reflectance  criteria are measures of print consistency.

- **Location** – The minimum distance from the top left edge of the document to the top edge of the barcode is 0.25 inches. A blank area of 0.25 inches must precede the start character of the barcode as a quiet zone. The minimum distance of the right edge of the barcode to any preprinted information on the document must be at least 0.25 inches. The barcode must not overlay any printed area information.
- The barcode must not overlay any printed area information.

2  **Barcode components for DR-1, Application to Collect and/or Report Tax in Florida**
- Page 1 – 220000000176
- Page 2 – 22000000017602
- Page 3 – 22000000017603
- Page 4 – 22000000017604
- Page 5 – 22000000017605
- Page 6 – 22000000017606
- Page 7 – 22000000017607
- Page 8 – 22000000017608
- Page 9 – 22000000017609
- Page 10 – 22000000017610
- Page 11 – 22000000017611
- Page 12 – 22000000017612
- Page 13 – 22000000017613
- Page 14 – 22000000017614
- Page 15 – 22000000017615

3  **Barcode components for DR-5, Application for Consumer Certificate of Exemption**
- 023705

4  **Barcode components for DR-26, Application for Refund – All Taxes Except Sales and Use Tax**
- 190002005076

5  **Barcode components for DR-26S, Application for Refund – Sales and Use Tax**
- 190001003076

6  **Barcode components for DR-835, Power of Attorney**
- Page 1 – 110000000835
- Page 2 – 11000000083502

7  **Barcode components for F-851, Corporate Income/Franchise Tax Affiliations Schedule**
- Page 1 – 16000200503719
- Page 2 – 1600020050371902

8  **Barcode components for F-1065, Florida Partnership Information Return**
- Page 1 – 16000200503720
- Page 2 – 1600020050372002

9 **Barcode components for RTS-1S, Report to Determine Succession and Application for Transfer**
- Page 1 – 210068054520
- Page 2 – 21006805452002

10 **Barcode components for RTS-1SA, List of Employees to be Transferred**
- 150068054521

11 **Barcode components for RTS-2, Voluntary Election to Become and Employer Under Florida Reemployment Tax Law**
- 130068054533

12 **Barcode components for RTS-3, Employer Account Change Form**
- 210068054535

13 **Barcode components for RTS-6, Employer's Reciprocal Coverage Election**
- Page 1 – 130068054536
- Page 2 – 13006805453602

14 **Barcode components for RTS-6A, Employer's Reciprocal Coverage Election Supplemental Attachment**
- 130068054537

15 **Barcode components for RTS-6B, Employee Notice for Reemployment Tax Coverage**
- 130068054538

16 **Barcode components for RTS-6C, Employee's Consent Form Reciprocal Coverage Election**
- 130068054539

17 **Barcode components for RT-7A, Application for Annual Filing for Employers of Domestic Employees**
- 130068054541

18 **Barcode components for RTS-9, Reemployment Tax Application for Agent Registration**
- Page 1 – 130068054528
- Page 2 – 13006805452802

19 **Barcode components for RTS-10, Reemployment Tax Agent/Client Change Form**
- Page 1 – 130068054529
- Page 2 – 13006805452902

20 **Barcode components for RT-28, Election of Nonprofit Organization Method of Payment Under Florida Reemployment Tax Law**
- Page 1 – 150068054523
- Page 2 – 15006805452302

21 **Barcode components for RT-28G, Election of Public Employer Method of Payment Under Florida Reemployment Tax Law**
- Page 1 – 150068054524
- Page 2 – 15006805452402

**22 Barcode components for RTS-70, Application for Common Paymaster**
- Page 1 – 210068054526
- Page 2 – 21006805452602

**23 Barcode components for RTS-71, Quarterly Concurrent Employment Report**
- Page 1 – 210068054530
- Page 2 – 21006805453002

**24 Barcode components for Insurance Premium Taxes and Fees Return (Form DR-908):** *Vendors may only produce the schedule pages of this form.* Users of vendor software to prepare schedule pages **must be** instructed to include the original page 1 of the personalized return received from the Department.

**25 Barcode components for Insurance Premium Tax and Fees Return (Form DR-908) Schedule Pages:**
- Page 3 – 22001604503103
- Page 4 – 22001604503104
- Page 5 – 22001604503105
- Page 6 – 22001604503106
- Page 7 – 22001604503107
- Page 8 – 22001604503108
- Page 9 – 22001604503109
- Page 10 – 22001604503110
- Page 11 – 22001604503111
- Page 12 – 22001604503112

# Appendix

### 1 Federal Return Types

| NUMBER VALUE | FORM TYPE | FORM DESCRIPTION |
|---|---|---|
| 01 | 1120 | C Corporation |
| 02 | 1120-A | C Corporation Short |
| 03 | 1120-S | S Corporation |
| 04 | 1120-F | Foreign Corporation |
| 05 | 1120-FSC | Foreign Corporation |
| 06 | 1120-H | Homeowners Association |
| 07 | 1120-L | Life Insurance Company |
| 08 | 1120-PC | Property and Casualty Insurance Company |
| 09 | 1065 | Partnership |
| 10 | 990 | Tax-Exempt Organizations |
| 11 | 990-EZ | Tax-Exempt Organizations Short |
| 12 | 990-T | Not for Profit with Unrelated Trade or Business |
| 13 | 1120-C | Farmer's Cooperative (formerly 990C) |
| 14 | 990-PF | Private Foundation |
| 15 | 990-BL | Black Lung Benefit Trust |
| 16 | 1120-SF | Designated Settlement Trust Fund |
| 17 | 1120-IC-DISC | Interest Charge Dom Intl Sales Corporation |
| 18 | 1120-ND | Nuclear Decommissioning Fund |
| 19 | 1120-POL | Political Organization |
| 20 | 1120-REIT | Real Estate Investment Trust |
| 21 | 1120-RIC | Regulated Investment Trust |
| 22 | 1066 | Real Estate Mortgage Investment Conduits |